

## Sample Estimated Project Timeline (Development)

*A guidance document to be reviewed by applicants and utilized by grantees to be aware of the process and typical timeline for completing a DCNR Community Conservation Partnership Program grant project.*

*Review the “Development Grant- Administrative Instructions and Process” for more detailed information-*

*[http://www.docs.dcnr.pa.gov/ucmprd2/groups/public/documents/document/d\\_001272.pdf](http://www.docs.dcnr.pa.gov/ucmprd2/groups/public/documents/document/d_001272.pdf)*

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|---|--------------------|
| <b>1. Contracting</b>   | <b>3-4 Months</b>  |
| a. Grant Award Notification (Letter to Chief Elected Official)                              |                    |
| b. Pre-Contracting Telephone Call (with Local Project Coordinator)                          |                    |
| c. Process Grant Agreement  |                    |
| <b>2. Project Start-up</b>  | <b>4-5 Months</b>  |
| a. Application Review/DCNR Comment Letter (to Local Project Coordinator)                    |                    |
| b. Initial Conference Call (with Local Project Coordinator and Design Consultant)           |                    |
| c. Design Submission (Drawings and Specifications from Design Consultant)                   |                    |
| <b>3. DCNR Design Submission Review and Approval/ Grantee Advertises for Bids</b>           | <b>5-7 Months</b>  |
| a. Advertisement and Bid Process  |                    |
| b. Award of Construction/Materials Contracts  |                    |
| <b>4. DCNR Approval of Costs/Project Construction</b>                                       | <b>8-12 Months</b> |
| <b>5. Construction Completed/DCNR Final Site Inspection</b><br>(with DCNR Regional Advisor) | <b>2 Months</b>    |
| <b>6. Project Close-Out and Process Final Payment</b>                                       | <b>4-6 Months</b>  |

**Range: 26-36 Months**